

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 6

1. CONTRACT/PURCH ORDER/AGREEMENT NO. F33657-97-D-2008				2. DELIVERY ORDER/ CALL NO. 0034		3. DATE OF ORDER/CALL (YYYYMMDD) 2000 FEB 07		4. REQUISITION/PURCH REQUEST NO. SEE SECTION G		5. PRIORITY DO-C9	
ASC/CDS USAF/AFMC AERONAUTICAL SYSTEMS CENTER 2275 D STREET BLDG 16 RM 129 WRIGHT PATTERSON AFB OH 45433-7233 SCOTT A. SMITH (937) 255-7003 X4649 smithsa				CODE FA8622		7. ADMINISTERED BY (If Other than 6) DCMC BALTIMORE-MANASSAS 10500 BATTLEVIEW PKWY SUITE 200 MANASSAS VA 20109-2342 SCD: C PAS: (NONE)				CODE S2404A	
9. CONTRACTOR SMALL BUSINESS ADMINISTRATION WASHINGTON DISTRICT OFFICE P O BOX 34500 WASHINGTON DC 20043-4500 HJ FORD ASSOCIATES INC. 1111 JEFFERSON DAVIS HIGHWAY, SUITE 808 ARLINGTON VA 22202 SBA# 0353-700505				CODE 4M057		FACILITY 3X522		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		8. DELIVERY FOB X DESTINATION OTHER (See Schedule if other)	
NAME AND ADDRESS WASHINGTON DISTRICT OFFICE P O BOX 34500 WASHINGTON DC 20043-4500 HJ FORD ASSOCIATES INC. 1111 JEFFERSON DAVIS HIGHWAY, SUITE 808 ARLINGTON VA 22202 SBA# 0353-700505				CODE 4M057		FACILITY 3X522		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. X IF BUSINESS IS X SMALL SMALL DISADVANTAGED WOMEN-OWNED	
14. SHIP TO SEE SCHEDULE				CODE FA8622		15. PAYMENT WILL BE MADE BY DFAS-CO/SOUTH ENTITLEMENT OPER P O BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER DELIVERY/ CALL PURCHASE				X		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your furnish the following on items specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.					
NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED (YYYYMMDD)											
If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Section G											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE	
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA LUCILA CASTEL BY: <i>Lucila Castel</i> CONTRACTING/ORDERING OFFICER				25. TOTAL \$1,973,544.27		29. DIFFERENCES	
26. QUANTITY IN COLUMN 20 HAS BEEN INSPECTED RECEIVED ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED				27. SHIP NO.		28. D.O. VOUCHER NO.		30. INITIALS			
DATE SIGNATURE AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				32. PAYMENT COMPLETE PARTIAL FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		34. CHECK NUMBER	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT. DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER				32. PAYMENT COMPLETE PARTIAL FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		35. BILL OF LADING	
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

1. In accordance with the provisions of the basic contract F33657-97-D-2008 and Special Contract Requirement H-013 entitled "Orders", the contractor shall provide logistics support in accordance with the attached Statement of Work (SOW) entitled "C-17 Contractor Support" dated 18 Jan 2000 as specified as specified below at a ceiling amount of \$1,973,544.27.

2. SECTION B: The Supplies/Services schedules are set forth on pages 3-4 hereto.

3. SECTION G: The accounting and appropriation data is set forth on page 5 hereto.

4. Section H:

In accordance with AF Far Sup 5352.245-9000, Base Support (Jul 1992) base support will be provided by ASC/YCL for the following items:

Office space, office cubicles, and access to existing phones, copiers, facsimile machines, document shredders, computer resources, and generic office supplies.

5. Section I:

Contract Line Item Number 0004 is fully funded and is subject to the provisions of FAR Clause 52.232-20 entitled "Limitation of Cost".

6. Section J: List of Attachments are set forth on page 6 hereto. The Department of Defense Contract Security Classification Specification (DD Form 254) dated 04 Jan 2000 is attached hereto and made a part hereof.

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
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0001

\$1,728,726.72

Noun:

ACQUISITION LOGISTICS ADVISORY AND ASSISTANCE
SERVICE

ACRN:

AA

Security:

U

DD1423 is Exhibit:

A

Contract type:

Y - TIME AND MATERIALS

Completion Date:

06 FEB 2001

Descriptive Data:
a. The contractor shall provide acquisition logistics support in accordance with the attached Statement of Work dated 18 Jan 2000.

b. Listed below by prime/team members are the USAF negotiated labor categories and corresponding estimated number of total labor hours for each category in support of the C-17 program:

PERIOD OF PERFORMANCE: 07 Feb 2000 - 05 Dec 2000

Labor Category	Estimated Hours
HJ Ford Off-Site Labor	
Project Manager	730
Admin Mgmt Asst	540
HJ Ford On-Site Labor	
Program Manager	3,360
Senior Logistician	30,240
Journeyman Logistician	6,720
Associate Logistician	1,680
Admin Mgt Asst	1,680
Total	44,950

PERIOD OF PERFORMANCE: 06 Dec 2000 - 06 Feb 2001

Labor Category	Estimated Hours
Project Manager	134
Admin Mgmt Asst	108
HJ Ford On-Site Labor	
Program Manager	656
Senior Logistician	5,904
Journeyman Logistician	1,312
Associate Logistician	328
Admin Mgt Asst	328
Total	8,770

TOTAL HOURS 53,720

c. The amount allotted and available for payment is \$1,728,726.72. The allotted amount covers all efforts through the completion date of 06 Feb 2001.

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
0002			NSP
	<i>Noun:</i> DATA-EXHIBIT A <i>ACRN:</i> AA <i>Security:</i> U <i>DD1423 is Exhibit:</i> A <i>Contract type:</i> Y - TIME AND MATERIALS <i>Completion Date:</i> ASREQ <i>Descriptive Data:</i> The contractor shall provide data in accordance with Contract Data Requirements List (CDRL), DD Form 1423, dated 18 Jan 2000, attached as Exhibit A. The price of this CLIN is included in the price of CLIN 0001.		
0003			\$1,753.55
	<i>Noun:</i> MATERIALS AND SUBCONTRACTING <i>ACRN:</i> AA <i>Security:</i> U <i>Contract type:</i> Y - TIME AND MATERIALS <i>Completion Date:</i> 06 FEB 2001 <i>Descriptive Data:</i> a. The contractor shall provide acquisition logistics support in accordance with the attached Statement of Work dated 18 Jan 2000. b. The amount allotted and available for payment is \$1,753.55. The allotted amount covers all efforts through the completion date of 06 Feb 2001.		
0004			\$243,064.00
	<i>Noun:</i> TRAVEL AND COMPUTER SERVICES <i>ACRN:</i> AA <i>Security:</i> U <i>Contract type:</i> S - COST <i>Completion Date:</i> 06 FEB 2001 <i>Descriptive Data:</i> The contractor shall provide Travel/Computer Services required in the performance of CLINs 0001, 0002, and 0003 above pursuant to Special Contract Requirement H-011 of the basic contract entitled Payment Provisions for Materials/Computer Services/Travel/Subcontracting. The amount allotted and available for payment is \$243,064.00. The allotted amount covers all efforts through the completion date of 06 Feb 2001.		

ACRN	Appropriation/Lmt Subhead/Supplemental Accounting Data	Obligation Amount
AA	57 03010 110 3620 10C17A 2AF030 592CE 000000 503000 F03000	\$1,973,544.27
	<i>Funding breakdown:</i> On CLIN 0001: \$1,728,726.72	
	On CLIN 0002: \$.00	
	On CLIN 0003: \$1,753.55	
	On CLIN 0004: \$243,064.00	
	<i>PR/MIPR:</i> GYCF0007205053 \$1,973,544.27	
	<i>Descriptive data:</i>	
	A&AS code is CE.	

DOCUMENT	PGS	DATE	TITLE
EXHIBIT A	4	18 JAN 2000	Contract Data Requirments List (CDRL)
ATTACHMENT 1	11	18 JAN 2000	Statement of Work entitled "C-17 Contractor Support"
ATTACHMENT 2	6	04 JAN 2000	Department of Defense Contract Security Classification Specification

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					.n Approved OMB No. 0704-0188					
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Department of Defence, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government-Issuing Contracting Officer for the Contract/PR No. listed in Block E.										
A. CONTRACT LINE ITEM NO.		B. EXHIBIT A		C. CATEGORY TDP TM OTHER ADMN						
D. SYSTEM / ITEM		E. CONTRACT / PR NO. F33657-D-2008		F. CONTRACTOR HJ FORD						
1. DATA ITEM NO. A0001		2. TITLE OF DATA ITEM Presentation Material			3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) DI-ADMN-81373/T		5. CONTRACT REFERENCE TASK ORDER 0034, SOW Para 4.9		6. REQUIRING OFFICE ASC/YCLP						
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY BLK16	12. DATE OF FIRST SUBMISSION BLK16	14. DISTRIBUTION						
8. APP CODE		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION BLK16	a. ADDRESSEE	b. COPIES					
					Draft	Final				
						Reg	Repro			
16. REMARKS a. Block 4: DID is tailored as follows: Contractor format acceptable. b. Blocks 10, 12 & 13: To be submitted as requested by the Government. c. Viewgraphs, photographs, slides or electronic equivalent is acceptable.				ASC/YCLP	0	0	1			
				15. TOTAL ---->				0	0	1
				G. PREPARED BY DEBORAH FOX-POWELL/pm		H. DATE 18-JAN-00		I. APPROVED BY EDLENE F. FLANNERY <i>Edlene F. Flannery</i>		J. DATE 18-JAN-00

17. PRICE GROU

18. ESTIMATED
TOTAL PRIC

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government-Issuing Contracting Officer for the Contract/PR No. listed in Block E.							
A. CONTRACT LINE ITEM NO.		B. EXHIBIT A		C. CATEGORY TDP TM OTHER MGMT			
D. SYSTEM / ITEM		E. CONTRACT / PR NO. F33657-D-2008		F. CONTRACTOR HJ FORD			
1. DATA ITEM NO. A0002		2. TITLE OF DATA ITEM Status Report		3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80368/T		5. CONTRACT REFERENCE TASK ORDER 0034, SOW Para 4.4 - 5.0		6. REQUIRING OFFICE ASC/YCLP			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY BLK16	12. DATE OF FIRST SUBMISSION BLK16	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION BLK16	a. ADDRESSEE	b. COPIES		
					Draft	Final	
						Reg	Repro
16. REMARKS a. Block 4: Contractor format acceptable. b. Block 10: Minutes due 5 working days after the conference/meeting. Trip Reports due 3 days after completion of trip. c. Block 12: First submittal due at the end of the first full month after contract order award. d. Block 13: Subsequent submittals due by the 15th of each month after first submission. e. Block 14: CDSY requires Status Report only.				ASC/YCLP	0	1	0
				ASC/CDSY	0	1	0
15. TOTAL ----->				0	2	0	
G. PREPARED BY DEBORAH FOX-POWELL/pm		H. DATE 18-JAN-00		I. APPROVED BY EDLENE F. FLANNERY <i>Edlene F. Flannery</i>		J. DATE 18-JAN-00	

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CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Approved OMB No. 0704-0188					
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government-Issuing Contracting Officer for the Contract/PR No. listed in Block E.										
A. CONTRACT LINE ITEM NO.		B. EXHIBIT A		C. CATEGORY TDP TM OTHER ADMN						
D. SYSTEM / ITEM		E. CONTRACT / PR NO. F33657-D-2008		F. CONTRACTOR HJ FORD						
1. DATA ITEM NO. A0003		2. TITLE OF DATA ITEM Contract Summary Report		3. SUBTITLE						
4. AUTHORITY (Data Acquisition Document No.) DI-ADMN-80447/T		5. CONTRACT REFERENCE TASK ORDER 0034, SOW Para 5.0		6. REQUIRING OFFICE ASC/YCLP						
7. DD 250 REQ DD	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY ONE/R	12. DATE OF FIRST SUBMISSION BLK16	14. DISTRIBUTION						
8. APP CODE A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION BLK16	a. ADDRESSEE	b. COPIES					
					Draft	Final				
						Reg	Repro			
16. REMARKS a. Block 4: DID is tailored as follows: Contractor format acceptable. b. Blocks 12 & 13: (1) Report due 15 days prior to contract order completion. (2) Government approval/disapproval due 5 days prior to contract order completion. If disapproved, resubmit 5 days after receipt of Government comments.				ASC/YCLP	0	2	0			
				ASC/CDSY	0	1	0			
				15. TOTAL ----->				0	3	0
				G. PREPARED BY DEBORAH FOX-POWELL/pm		H. DATE 18-JAN-00		I. APPROVED BY EDLENE F. FLANNERY <i>Edlene F. Flannery</i>		J. DATE 18-JAN-00

17. PRICE GROU

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CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					m Approved OMB No. 0704-0188			
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Department of Defence, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government-Issuing Contracting Officer for the Contract/PR No. listed in Block E.								
A. CONTRACT LINE ITEM NO.		B. EXHIBIT A		C. CATEGORY TDP TM OTHER MISC				
D. SYSTEM / ITEM			E. CONTRACT / PR NO. F33657-D-2008		F. CONTRACTOR HJ FORD			
1. DATA ITEM NO. A0004	2. TITLE OF DATA ITEM Technical Report - Study/Services				3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80368/T			5. CONTRACT REFERENCE TASK ORDER 0034, SOW Paras 4.4 - 5.0		6. REQUIRING OFFICE ASC/YCLP			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY BLK16	12. DATE OF FIRST SUBMISSION BLK16		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION BLK16		a. ADDRESSEE	b. COPIES		
16. REMARKS a. Block 4: Contractor format acceptable. b. Blocks 10, 12 & 13: Report shall be submitted upon completion of study/service.					ASC/YCLP	Draft	Final	
						Reg	Repro	
						0	1	0
15. TOTAL ---->					0	1	0	
G. PREPARED BY DEBORAH FOX-POWELL/pm			H. DATE 18-JAN-00		I. APPROVED BY EDLENE F. FLANNERY <i>Edlene F. Flannery</i>		J. DATE 18-JAN-00	

17. PRICE GROU

18. ESTIMATED
TOTAL PRIC

STATEMENT OF WORK
FOR
C-17 CONTRACTOR SUPPORT

CONTRACT F33657-97-D-2008
TASK ORDER 0034
6 Feb 00 – 5 Feb 01

PREPARED BY
LOGISTICS DIVISION
C-17 SYSTEMS PROGRAM OFFICE
WRIGHT-PATTERSON AFB, OHIO

STATEMENT OF WORK

1.0 PURPOSE

The purpose of this order is to ensure the capability of the C-17 Logistics Division (ASC/YCL) to provide ILS planning and execution efforts to the C-17 System Program Office (SPO) under the tenets of Integrated Product Team (IPT) Management and Integrated Weapon System Management (IWSM).

2.0 SCOPE

The contractor shall provide logistics support to C-17 IPTs as defined under paragraphs 4.1 through 4.10. NO ENGINEERING SUPPORT WILL BE PROVIDED UNDER THIS TASK ORDER BY THE SUPPORT CONTRACTOR.

3.0 RESPONSIBILITIES

The C-17 Logistics Division Chief is responsible for technical liaison, review, approval, and final acceptance of efforts accomplished under this task order.

4.0 WORK TO BE ACCOMPLISHED

The contractor shall gather and process program data, perform analyses and studies, and provide recommendations to the C-17 Logistics Division Chief, the C-17 Support Systems IPT (SSIPT) Chief, and other designated IPTs to satisfy the specific objectives of this statement of work. The results of performing these analytical tasks will be the identification of recommended courses of action, updated program data, schedules, and plans. The contractor shall perform the following tasks in accordance with this task order, the SOW, and contract. Period of performance will begin on effective date of contract order.

4.1 Support Equipment Analysis

The contractor shall gather and assimilate contract and related Air Force data associated with all areas of the C-17 support equipment management process. These areas include support equipment planning; administration of the support equipment recommendation data (SERD) process; tracking of government furnished equipment (GFE), government furnished property (GFP) and contractor furnished equipment (CFE), contract change proposals (CCPs), and support of the SPO-directed procurement program for support equipment (SE) from sources other than the prime contractor. Contractor shall analyze data and provide recommendations to develop SE program status documentation. Data to be analyzed shall also include, but not be limited to, Table of Allowance (TA) and modified hand tool listings and reports. Analytical and coordination tasks shall include the following subparagraphs (DI-MISC-80508, SEQ 0004)

4.1.1 The contractor shall apply particular emphasis to integrating support equipment requirements planning with C-17 system plans. All C-17 acquisition logistics plans shall be evaluated and analyzed for SE application with update recommendations and comments provided.

4.1.2 Maintain the C-17 SERD management system to include SERD documentation (history) folders. Government furnished computer resources located in ASC/YCL and SSIPT shall be used in conjunction with the C-17 Management Information System (MIS) for SERD tracking. This shall include GFE and CFE SERDs. Accomplish tasks necessary for tracking, maintaining status, and administering the SE schedules from CCP submission to equipment delivery. Maintain a programming source document outlining the database. Maintain a file of pertinent data manipulation programs.

4.1.3 Analyze and reconcile the computerized and documented records used in the SERD process to ensure both data records agree. Make necessary audits of the C-17 SERD tracking/SERD processing process, both documentation and computer based.

4.1.4 Analyze the integration schedules of selected CFE SE to assess and report impacts. Identify critical SERDs and provide planning, control information, and recommendations. Provide administrative support during pre-SERD review meetings at appropriate SPO, prime contractor, and ALC locations as required.

4.1.5 Provide a monthly SERD status report which identifies SERD approvals and disapprovals. For SERDs in the review cycle, provide a weekly status report that lists and tracks the status of the scheduled reviews, coordination and approval/disapproval milestones.

4.1.6 Maintain the C-17 Logistics Management System (LMS) for all SE required at each base activation, enroute, AETC, and depot location. SE shall include GFE and CFE. The system will integrate C-17 SERDs, SE technical orders (TOs) and prime mission equipment (PME) TOs. Ensure that this management system depicts the necessary information/data required to identify requirements and to schedule and track SE integration. Conduct periodic analyses of this data and make recommendations for the Air Force corrective action as C-17 program deficiencies are encountered. Maintain a programming source document outlining the database. Maintain a file of pertinent data manipulation programs.

4.1.7 Maintain the existing tracking system for all GFE used in support of the SE compatibility testing. Modify and make necessary inputs to the system, identify critical equipment items, and provide planning, reports and recommendations. Maintain a programming source document outlining the database. Maintain a file of pertinent data manipulation programs.

4.1.8 Provide analytical and administrative support in the secondary source procurement (breakout) of candidate support equipment between the C-17 SPO and selected small

business vendors and other sources. This will include recommending vendor selection criteria; providing recommendations for statements of work, Contract Data Requirements List (CDRL) development, and request for proposals (RFP); analysis of procurement data; value analysis; tracking procurement status; and tracking and control of SE engineering drawings.

4.1.9 Provide analytical support in the direct procurement of all support equipment between the C-17 SPO, Boeing Airlift and Tankers and its vendors. This will include providing recommendations for SOWs, technical specifications, RFPs, and sole source justifications; analyzing procurement data and source selection criteria; and technical analysis of items procured through competition. Attend and participate in logistics change proposal meetings as required.

4.1.10 Assist the automatic test equipment (ATE) program manager in determining total I-level and D-level ATE requirements. Perform studies and analyses of the ATE requirements including depot contractor logistics support (CLS) and organic concepts. Analyze proposals submitted by contractors; provide analysis report including recommendations.

4.1.11 Perform selected logistics supportability investigations and analyses to determine impacts of proposed C-17 SPO support equipment management initiatives.

4.2 Program Networks (DI-MISC-80508, SEQ 0004)

4.2.1 The contractor shall continue development and updating of selected program networks. These networks shall focus on Support Systems Integrated Product Team management requirements and subordinate schedules, and integrate those actions with the C-17 SPO and BOEING Integrated Management Plan (IMP) and Integrated Management Schedules (IMS). To accomplish this task, a government directed system shall be utilized. Development of these networks shall be accomplished utilizing government furnished computers, plotter, and printers. Appropriate research shall be accomplished to ensure positive requirements are identified and established. The overall program networks plus a set/series of networks shall be maintained for each of the ILS areas.

4.2.2 Updating, maintenance, and integration of the C-17 IMS developed networks shall be the responsibility of the contractor. This shall be accomplished by reviewing appropriate documentation and by maintaining close liaison with the appropriate managers, contractor personnel, and representatives from other program offices. Any adjustments to projected IMS dates shall be coordinated with the SSIPT and sub-IPT team leads in addition to the appropriate SPO managers. Appropriate, coordinated changes shall take place on all networks including those previously developed.

4.2.3 The contractor shall update and maintain the C-17 Chief of Logistics Summary Milestone Schedule Handbook. This handbook is a compilation of SSIPT network summary milestone schedule charts (SMSCs) which depict key ILS tasks and milestones

in IMP/IMS format. Additionally the contractor shall include a brief analysis of each SSIPT network in the handbook summarizing schedule changes, problem areas, and recommended actions.

4.2.4 The contractor shall ensure current SSIPT IMP/IMS data is available to all C-17 IPT members. This will be accomplished by weekly transfers of primary SSIPT IMP/IMS networks to the C-17 SPO via the C-17 MIS and to BOEING SSIPT schedule integration team via the BOEING primary integration data base (currently VM6).

4.3 Flexible Sustainment

(DI-MISC-80508, SEQ 0004)

4.3.1 The contractor shall assist the program office in the development and implementation of an effective Flexible Sustainment program. In accomplishing this task, the contractor shall be required to thoroughly analyze C-17 prime contract requirements and DoD regulations, policies and procedures to ensure that an optimal, workable strategy is developed for government implementation. The contractor may perform comparative analysis of depot organic versus Interim Contractor Support (ICS) CLS or a mix of depot support solutions. Flexible sustainment planning intends to maintain and support the C-17 while the government depot structure is evolving. The contractor shall assist the government and prime contractor to develop a total program solution blending commercialized approaches with existing military systems.

4.3.2 The contractor shall be required to accomplish analyses, write reports, recommend actions, or perform any related tasks that provide Air Force logisticians the capability to conduct a process to evolve and establish maintenance/support concepts, plans, and requirements for the depot maintenance during the life of the system or equipment. The integration of depot maintenance planning includes these tasks:

4.3.2.1 review the depot maintenance source of repair analysis to determine final depot capability.

4.3.2.2 Analyze and assist in the identification of requirements for flexible sustainment, and CLS.

4.3.2.3 Analyze and assist in the identification of facilities and training requirements.

4.3.2.4 Assist in the preparation of flexible sustainment SOW and CDRL requirements to ensure comprehensive and integrated procurement.

4.3.2.5 Analyze and assist in the identification of support equipment requirements including ATE reparable.

4.3.2.6 Analyze and assist in the identification of technical order requirements.

4.3.2.7 Analyze and assist in the identification of software development efforts including size, complexity and interface requirements for each depot repairable item.

4.3.3 The contractor shall maintain, provide reports, and analyze the data available in the C-17 Systems and Logistics Integration Capability (SLIC) LSA database to track, by depot repairable, the logistics elements required to establish the organic depot capability for the item.

4.4 Computer Resources

The contractor shall be required to accomplish analysis, write reports, and recommend actions to ensure that quality computer software support requirements are identified and acquired in a timely, effective, and cost affordable manner. (DI-MGMT-80368, SEQ 0002, DI-MISC-80508, SEQ 004)

4.4.1 Software Support Planning

The contractor shall perform identification, evaluation, and justification of software life cycle support concepts. At a minimum, this shall include evaluation of system and software support requirements and implementation plans for the C-17 Avionics Integrated Support Facility (AISF). Supporting activities shall include recommendations for organic or contractor support, requirements analysis, software cost analysis, trade-off studies, technical feasibility, and schedule analysis.

4.4.2 Software Risk Management

Identify, develop, and track software cost, schedule, and technical risk indicators to provide management visibility. Perform analysis of indicators, identify risk, and make recommendations for risk mitigation.

4.4.3 Software Evaluation

Plan and perform evaluations of software development and related products, processes, and practices. Review for adherence to requirements for quality and other logistics objectives. Assess adequacy of corrective action program and make recommendations.

4.4.4 Plans and Documentation

Generate, review, and provide computer resource inputs to program software and logistics plans and proposals. Review software and software related documentation for adherence to requirements, quality, and other supportability and maintainability objectives. Identify deficiencies and provide recommendations.

4.4.5 Engineering Change Proposal (ECP), Contract Change Proposal (CCP), Program Task Plan (PTP) and Retrofit Processing/Tracking

The contractor shall accomplish all necessary tasks and provide logistics analysis support as required for the review, analysis, tracking, and administration of PTPs, ECPs, CCPs, waivers, deviations, time compliance technical orders (TCTOs), and other retrofit actions from initiation within the C-17 SPO through final disposition. (DI-MGMT-80368/T, SEQ 0001)

4.5.1 The contractor shall coordinate with the prime contractor for schedule and availability of draft TCTO and information. Ensure that all TCTO comments are incorporated and assist in resolving any TCTO problems. Monitor activities during TCTO and assist in resolving any TCTO problems. Process TO changes and TCTOs. Support validation and verification of assigned TCTOs.

4.6 Technical Order Analysis

The contractor shall accomplish all tasks necessary and provide data and logistics technical analysis support for tracking, and administering the acquisition of C-17 technical data. (DI-MISC-80508, SEQ 0004)

4.6.1 Review and perform technical evaluations of contract change proposals/engineering change proposals for required technical order data support in accordance with Air Force directives.

4.6.2 The contractor will provide analytical and technical support for the C-17 Technical Order sub-IPT. This will include maintaining automated tracking systems, integrating the existing tracking system with the SPO Logistics Management System, receipt and processing of CFAE/CFE notices, use of government word processing equipment for preparing various documents, and input and output to the C-17 MIS.

4.6.3 Assist in the areas of organizational, intermediate, depot, flight manuals, and TCTOs, as required to ensure development/delivery schedules are within established parameters. Identify technical order related problems in these areas.

4.6.4 Establish, maintain, and control access to a technical order library for use by the C-17 SPO, in accordance with AFR 8-2 and TOs 00-5-1, 00-5-2, and 00-5-15. The technical order library shall contain technical orders directly and indirectly applicable to the maintenance, operation, and deployment of the C-17 weapon system and associated equipment and activities in accordance with SPO requirements.

4.6.5 Attend prime contractor and vendor in-process reviews (IPR), verification and validation reviews, and other meetings to assist in the evaluation of contractor performance against established schedules and procedures and make recommendations.

4.6.6 Attend crisis management team meetings. Assist in the preparation of interim operational supplement and technical order page supplements.

4.7. Other Integrated Logistics Support Activity

(DI-MISC-80508, SEQ 0004)

4.7.1 The contractor shall provide technical support to the C-17 Chief of Logistics, and other IPTs, as required, for all ILS elements and mission essential items required to ensure that the C-17 is developed and produced as a supportable and supported weapon system. ILS elements covered are:

- A. Maintenance Planning
- B. Manpower and Personnel
- C. Supply Support
- D. Support Equipment
- E. Post Production Support
- F. Technical Data
- G. Training and Training Support
- H. Computer Resources
- I. Facilities
- J. Packaging, Handling, Storage, and Transportation
- K. Design Interface to Include:
 - (1) Reliability, Maintainability, and Availability (RM&A)
 - (2) Logistics Support Analysis (LSA)
 - (3) Warranty and Warranty Management
 - (4) Interim Contractor Support (ICS)
 - (5) Life Cycle Cost (LCC)

4.7.2 Under this task, contractor activity shall include development, analysis, and updating of plans to include C-17 Integrated Logistic Support Plan, C-17 Warranty Administration Plan, O&I Level Transition Management Plan, RM&A Plan, Depot Maintenance Activation Plan, ICS Plan and the weapon system master plan. Also included is review and comment on C-17 prime contractor provided plans.

4.7.3. The contractor shall establish, maintain, and control access to an O&I level line replaceable unit (LRU) transition management process. Interface will include SATAFs, HQ AMC, prime contractor and vendors, AETC, and SA-ALC.

4.7.4 The contractor shall receive quarterly LSA data tapes from the prime contractor and process the data using SLIC software program. The contractor shall be required to produce standard LSA output reports and ad hoc queries, as required, to support Air Force requirements.

4.7.5 The contractor shall participate and assist the government in functional configuration audit/physical configuration audit (FCA/PCA) logistics related activities. The contractor shall evaluate FCA/PCA related integrated logistics support and make recommendations to the C-17 Chief of Logistics or designated IPT leads. The contractor shall participate in FCA/PCA meetings as required to perform this task.

4.7.6 The contractor shall evaluate C-17 logistics data collection, management and analysis systems to make recommendations on what could or should be improved to provide better support.

4.7.7 The contractor shall evaluate and make specific recommendations concerning user generated data on the C-17. This effort should focus on the kinds of data being collected to assure its utility to the analysts, the reliability of the C-17 components, and the maintainability achievements at the O&I levels.

4.7.8 The contractor shall review C-17 warranty related data and extract/collect applicable information, as designated by the C-17 Chief of Logistics or appropriate IPT leads, and shall maintain the information in a SPO approved database on government equipment.

4.8 Interfaces and Meetings

The contractor shall attend program reviews, and various other meetings as listed below, and provide technical assessments of action items with respect to logistics requirements. The contractor shall interface as required with Air Force prime contractor and other personnel designated by the Air Force. The contractor shall develop summary information on the activities, action items, conclusions, and recommendations related to meetings, reviews, and audits. Contractor shall provide minutes of all meetings, as directed. (DI-MGMT-80368, SEQ 0002)

- A. Readiness Reviews
- B. Program Management Reviews
- C. Support Equipment Reviews
- D. Site Activation Conferences
- E. Pre-SERD Reviews
- F. Logistics Support Analysis Reviews
- G. Maintenance Capability Assessments
- H. Flexible Sustainment
- I. Technical Order In-Process Reviews, Validations, Verifications and other applicable meetings
- J. Post Production Support Meetings
- K. FCA/PCA Integrated Process Team Meetings
- L. Software working groups and technical interchange meetings
- M. Other meetings in support of ILS activities as request by Chief of Logistics or IPT leads
- N. Crisis Management Team Meetings

4.9 Briefing Support

The contractor shall assist in the preparation of briefing material. This shall include compiling background information, organizing the information, writing the information in briefing format, preparing talking papers and providing backup information as required. (DI-ADMIN-81373, SEQ 0001)

4.10 Travel Requirement

The contractor shall perform travel as required to participate in meetings, reviews, and audits, and to perform research necessary in accomplishment of assigned tasks. Travel will be performed only as approved by ASC/YCLI. Contractor shall submit a trip report after each trip. Estimated projected visits for all logistics functions except logistics program networks are as follows: (DI-MGMT-80368, SEQ 0002)

5.0 DATA/REPORTS AND OTHER DELIVERABLES

Data/reports and other deliverables shall be delivered in accordance with the contract data requirements list (CDRL) DD Forms 1423. (DI-ADMIN-80447, SEQ 0003 and DI-MGMT-80368, SEQ 0002)

6.0 GENERAL INFORMATION

6.1 Work Location

Accomplishment of tasks required by this task order will require work at the C-17 SPO; the logistics support contractor's site; and at various contractor, subcontractor, and Air Force facilities located throughout the United States. All administrative support shall be the responsibility of the contractor.

6.2 Contractor Relationships/Supervision

6.2.1 In interaction and dealings with system contractors/subcontractors, the contractor shall perform work for investigation purposes only. The contractor shall not provide direction or otherwise interject himself or herself unilaterally into government/system contractor/subcontractor relationships. The contractor shall not be under the direct supervision of Air Force personnel

6.2.2 The contractor shall not establish files and/or computer software or systems outside the C-17 SPO, except those specifically authorized for use in the development or revision of programs approved for development or revision by the C-17 SPO. SPO files shall be the official source of data and shall not be duplicated. Computers shall not be procured for the accomplishment of these tasks. All data files shall be maintained in the C-17 SPO work area unless otherwise directed by the C-17 SPO. This is in no way intended to restrict the contractor in the management actions of his or her internal business. The intent is to provide complete compatibility within the SPO for purposes of continuity when changing contractors and for efficiency in daily business.

7.0 COGNIZANT OFFICE

The contract management point of contact is Keith Edwards, Functional Area Evaluator, ASC/YCLI, (513) 255-6582, Wright-Patterson AFB OH 45433-6503.

<div>DEPARTMENT OF DEFENSE</div> <div>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</div> <div>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</div>				<div>1. CLEARANCE AND SAFEGUARDING</div> <div>a. FACILITY CLEARANCE REQUIRED</div> <div>Secret</div> <div>b. LEVEL OF SAFEGUARDING REQUIRED</div> <div>N/A</div>			
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)				3. THIS SPECIFICATION IS: (X and complete as applicable)			
<div>X</div> <div>a. PRIME CONTRACT NUMBER</div> <div>F33657-97-2008/ 0034 Exp date: 01 02 01</div>		<div>X</div> <div>a. ORIGINAL (Complete date in all cases)</div> <div></div> <div>Date (YYMMDD)</div> <div>000104</div>					
<div>b. SUBCONTRACT NUMBER</div> <div></div>		<div>b. REVISED (Supersedes all previous specs)</div> <div></div> <div>Revision No.</div> <div></div> <div>Date (YYMMDD)</div> <div></div>					
<div>c. SOLICITATION OR OTHER NUMBER</div> <div></div> <div>DUE Date (YYMMDD)</div> <div></div>		<div>c. FINAL (Complete Item 5 in all cases)</div> <div></div> <div>Date (YYMMDD)</div> <div></div>					
4. IS THIS A FOLLOW-ON CONTRACT? <div>X</div> YES <div></div> NO. If Yes, complete the following:							
Classified material received or generated under F33657-97-2008/ 0023 (Preceding Contract Number) is transferred to this follow-on contract							
5. IS THIS A FINAL DD FORM 254? <div></div> YES <div>X</div> NO. If Yes, complete the following:							
In response to the contractor's requested dated , retention of the identified classified material is authorized for the period of							
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)							
<div>a. NAME, ADDRESS, AND ZIP CODE</div> <div>H.J. Ford Associates Incorporate</div> <div>1111 Jefferson-Davis Highway</div> <div>Suite 808, West Tower</div> <div>Arlington, VA 22202</div>		<div>b. CAGE CODE</div> <div>3X522</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>Defense Security Service</div> <div>2461 Eisenhower Ave.</div> <div>Alexandria, VA 22331-1000</div>			
7. SUBCONTRACTOR							
<div>a. NAME, ADDRESS, AND ZIP CODE</div> <div>N/A</div>		<div>b. CAGE CODE</div> <div>N/A</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>N/A</div>			
8. ACTUAL PERFORMANCE							
<div>a. LOCATION</div> <div>H.J. Ford</div> <div>2940 Presidential Drive</div> <div>Suite 250 Wright Executive Center</div> <div>Fairborn, Oh 45324</div>		<div>b. CAGE CODE</div> <div>OKJH3</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>Defense Security Service</div> <div>610 S. Canal Street, Room 800</div> <div>Chicago IL. 60607-4599</div>			
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT							
Logistics Advisory and Assistance Services - Follow-on Contract Support							
10. THIS CONTRACT WILL REQUIRE ACCESS TO:			11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:				
<div>YES</div> <div>NO</div>			<div>YES</div> <div>NO</div>				
<div>a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION</div> <div></div> <div>X</div>			<div>a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY</div> <div>X</div> <div></div>				
<div>b. RESTRICTED DATA</div> <div></div> <div>X</div>			<div>b. RECEIVE CLASSIFIED DOCUMENTS ONLY</div> <div></div> <div>X</div>				
<div>c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION</div> <div></div> <div>X</div>			<div>c. RECEIVE AND GENERATE CLASSIFIED MATERIAL</div> <div></div> <div>X</div>				
<div>d. FORMERLY RESTRICTED DATA</div> <div></div> <div>X</div>			<div>d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE</div> <div></div> <div>X</div>				
<div>e. INTELLIGENCE INFORMATION</div> <div></div> <div>X</div>			<div>e. PERFORM SERVICES ONLY</div> <div></div> <div>X</div>				
<div>(1) Sensitive Compartmented Information (SCI)</div> <div></div> <div>X</div>			<div>f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES</div> <div></div> <div>X</div>				
<div>(2) Non-SCI</div> <div>X</div> <div></div>			<div>g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER</div> <div></div> <div>X</div>				
<div>f. SPECIAL ACCESS INFORMATION</div> <div></div> <div>X</div>			<div>h. REQUIRE A COMSEC ACCOUNT</div> <div></div> <div>X</div>				
<div>g. NATO INFORMATION</div> <div></div> <div>X</div>			<div>i. HAVE TEMPEST REQUIREMENTS</div> <div></div> <div>X</div>				
<div>h. FOREIGN GOVERNMENT INFORMATION</div> <div>X</div> <div></div>			<div>j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS</div> <div></div> <div>X</div>				
<div>i. LIMITED DISSEMINATION INFORMATION</div> <div></div> <div>X</div>			<div>k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE</div> <div></div> <div>X</div>				
<div>j. FOR OFFICIAL USE ONLY INFORMATION</div> <div>X</div> <div></div>			<div>l. OTHER (Specify)</div> <div>Notification of Government Security Activity is required</div>				
<div>k. OTHER (Specify)</div> <div></div> <div>X</div>			<div>See Addendum.</div>				

12. **PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate Government authority. Proposed public releases shall be submitted for approval prior to release

☐ Direct ☒ Through (Specify):

ASC/PA
1865 4th Street 240
Wright-Patterson AFB, OH 45433-7129

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) for review.
In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. **SECURITY GUIDANCE.** The security classification guidance need for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guidelines/extracts reference herein. Add additional pages as needed to provide complete guidance.)

- a. Ref Blk 10e(2): General Intelligence Material / Foreign Disclosure applies. See Addendum.
- b. Ref Blk 10j: FOR OFFICIAL USE ONLY (FOUO) applies. See Addendum.
- c. Ref Blk 11a: Releasing Contractor or Government activity will furnish complete classification guidance for the service to be performed. Contractor performance is restricted to ASC/YC (C-17 SPO), Building 558, 2590 Loop Road West, Wright-Patterson AFB, OH 45433-7142.
- d. Ref Blk 11i: The notification of Government security activity/visitor group agreement applies. See contract clause for details.
- e. The National Industrial Security Program Operating Manual (NISPOM), January 1995, applies to this contract.
- f. The Functional Area Chief (contract monitor) for this contract is Ms Marjorie Radford, ASC/CDSY, 937-255-1783 X4658.
- g. The Functional Area Evaluator (program manager) for this contract is Mr Keith Edwards, ASC/YCLP, 937-255-6582.

14. **ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed)

☐ Yes ☒ No

15. **INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☒ Yes ☐ No

ASC/SYSPC will maintain security oversight.

16. **CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

b. TITLE

c. TELEPHONE (Include Area Code)

Lucila Castel

Contracting Officer

937-255-7003 x4651

d. ADDRESS (Include Zip Code)

ASC/CDSK
2275 D Street, Bldg 16, Room 129
Wright-Patterson AFB, Oh 45433-7233

e. SIGNATURE

Lucila Castel 7 Feb 2000

17. **REQUIRED DISTRIBUTION**

- a. CONTRACTOR ☒
- b. SUBCONTRACTOR ☒
- c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR ☒
- d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION ☒
- e. ADMINISTRATION CONTRACTING OFFICER ☒
- f. OTHERS AS NECESSARY ☐

ASC/SYSPC (Security Office)
1801 TENTH ST ROOM 103
WPAFB OH 45433-7625

ADDENDUM TO DD FORM 254
22 October 1996

GENERAL INTELLIGENCE MATERIAL/FOREIGN DISCLOSURE

1. Special Requirements for General and Foreign Intelligence Material. In addition to the requirements and controls for classified material, the Director, Central Intelligence, sets up additional requirements and controls for intelligence in the possession of contractors. The contractor must:

a. Maintain control of all intelligence materials released in his or her custody in accordance with DOD 5220.22-M, the National Industrial Security Program Operating Manual (NISPOM), January 1995, paragraphs 5-200, 201 and 202 for control. Contractors agree that all intelligence material released, all reproductions and other material generated (including reproductions) are the property of the US Government.

b. Maintain control of all reproduced intelligence data in the same manner as the original.

c. Destroy intelligence materials in accordance with approved methods identified in the NISPOM.

d. Restrict access to those individuals with a valid need-to-know who are actually providing services under the contract. Further dissemination to other contractors, subcontractors, or other government agencies and private individuals or organization is prohibited unless authorized in writing by the Contracting Officer's Representative (COR) with prior approval of ASC/NAIC/POA.

e. Not release intelligence data to foreign nationals or immigrant aliens, regardless of their security clearance or contract status, without advance written permission from the COR, Foreign Disclosure Policy Office (ASC/SYSR), and ASC/NAIC/POA.

f. Ensure that each employee having access to intelligence material is fully aware of the special security requirements for this material.

2. Returning Intelligence to the Air Force. Contractors must return intelligence data to the COR at the termination or completion of a contract unless the COR has provided written approval for the contractor to retain for an additional two years. If retention is required beyond the two year period, the contractor must again request and receive written retention authority from the COR. If the COR grants retention authority, he or she must provide a copy of the written approval to ASC/NAIC/POA.

3. Release of Classified and Unclassified Information to Foreign Government and Their Representatives. Any military activity or defense contractor receiving a request from a foreign government or a representative thereof, for intelligence data about this program, shall forward the request to ASC/SYSR and ASC/NAIC/POA. Information released under Foreign Military Sales (FMS) must comply with the specific USAF disclosure guidance issued for the specific FMS customer.

ADDENDUM TO DD FORM 254
08 February 1999

USE OF SPECIAL INTELLIGENCE MARKINGS

1. Authorized Control Markings of Intelligence Information

a. "Dissemination and Extraction of Information Controlled by Originator (ORCON)".

This marking may be used only on classified intelligence that clearly identifies or would reasonably permit ready identification of intelligence sources or methods that are particularly susceptible to countermeasures that would nullify or measurably reduce their effectiveness. It is used to enable the originator to maintain continuing knowledge and supervision of the further use of intelligence beyond the original dissemination. This control marking may not be used when access to the intelligence information will reasonably be protected by use of its classification marking (i.e., Confidential, Secret, Top Secret), or by use of any other control marking specified herein.

b. "Not Releasable to Foreign Nationals (NOFORN)"

This control marking is used to identify classified intelligence material that may not be released in any form to foreign governments, foreign nationals, or non-US citizens without permission of the US Government originator, and then only when released in compliance with the National Disclosure Policy.

c. "Authorized for Release to (Name of country(ies)/international organization"

This marking is used to identify classified intelligence material that the US Government Originator has predetermined to be releasable or has been released through established foreign disclosure channels to the indicated country(ies) or organization.

2. Procedures Governing Use of Control Markings

a. Any recipient desiring to use intelligence in a manner contrary to the restrictions established by the control markings set forth above, shall obtain the advanced permission of the originating agency. Such permission applies only to the specific purposes agreed to by the originator and does not automatically apply to all recipients. Originator will ensure that prompt consideration is given to recipients' requests, with particular attention to reviewing and editing if necessary, sanitized or paraphrased versions to derive a text suitable for release subject to lesser or no control markings.

b. The control markings authorized above shall be shown on the title page, front cover, and other applicable pages of documents, incorporated in the text of electrical communications, shown on graphics, and associated (in full or abbreviated form) with data stored or processed in automatic data processing systems. The control markings also shall be indicated by parenthetical use of the markings abbreviations at the beginning or end of the appropriate portions. If the control markings apply to several or all portions, the document may be marked with a statement to this effect rather than marking each portion individually.

c. The control markings in paragraph one (1) shall be individually assigned at the time of preparation of intelligence products and used in conjunction with security classifications and other markings specified by EO 12958 and its implementing ISOO Directive. The markings shall be carried forward to any new format in which the same information is incorporated including oral and visual presentations.

Current Guidance
Implementation of DCID 1/7, 30 June 1998

ADDENDUM TO DD FORM 254
23 March 1998

FOR OFFICIAL USE ONLY (FOUO)

The following procedures will be used to protect FOR OFFICIAL USE ONLY (FOUO) information.

1. **HANDLING:** Access to FOUO material shall be limited to those employees who need the material to do their jobs. The FOR OFFICIAL USE ONLY marking is assigned to information when created by a DOD User Agency. FOR OFFICIAL USE ONLY is not a classification, but requires extra precautions to ensure it is not released to the public.
2. **MARKING:**
 - a. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any).
 - b. In a classified document, mark:
 - (1) An individual paragraph that contains FOUO, but not classified information, by placing "(FOUO)" at the beginning of the paragraph.
 - (2) The top and bottom of each page that has both FOUO and classified information, with the highest security classification of the information on that page.
 - (3) "FOUO" at the bottom of each page that has FOUO information but is not classified.
 - (4) If a classified document also contains FOUO information or if the classified material becomes FOUO when declassified, place the following statement on the bottom of the cover or the first page, under the classification marking: "NOTE: If declassified, review the document to make sure material is not FOUO and not exempt under AFI 37-131 before public release.
 - c. Mark other records, such as computer print outs, photographs, films, tapes, or slide "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.
 - d. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.
 - e. Make sure that documents that transmit FOUO materials call attention to any FOUO attachments.
3. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when normal internal building security is provided. When there is no internal security, locked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO material in locked containers such as file cabinets, desks, or bookcases. Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.
4. **TRANSMISSION:** FOUO material shall be transmitted by the same methods as other UNCLASSIFIED material. Discussion of FOUO material on the telephone is authorized if necessary for performance of the contract. FOUO information may be transmitted over telephone lines in digital form, by telecopies, or by other commercial teletype lines without encryption.
5. **RELEASE:** FOUO information may be released only to DoD components, officials of DoD component, and other DoD contractors when needed to conduct official DoD business.
6. **DESTRUCTION:** When no longer needed, FOUO information may be disposed of by any method which will preclude its disclosure to unauthorized individuals.

ADDENDUM TO DD FORM 254
05 February 1999

NOTIFICATION OF GOVERNMENT SECURITY ACTIVITY

1. Thirty days before the date Contractor operations will begin on Wright-Patterson AFB OH, the Contractor shall provide ASC/SYSPC, 1801 Tenth Street, WPAFB, OH 45433-7625 the following information:

- a. The name, address, and telephone number of your company's Facility Security Officer and your designated on-site security representative;
- b. The contract number and military contracting command;
- c. The highest classification category of defense information to which Contractor employees will have access;
- d. The date Contractor operations will begin on WPAFB OH;
- e. The estimated completion date of operations on WPAFB OH;

2. This requirement is in addition to visit request notification procedures contained in DoD S220.22M, National Industrial Security Program Operating Manual, Chapter 6.